



**STANDARDS OF APPRENTICESHIP
FOR TATTOOERS**

July 1, 2004 Version



3600 West Broad Street
Richmond, Virginia 23230-4917
804-367-8500
www.dpor.virginia.gov

STATEMENT OF PURPOSE:

The purpose of these Standards is to establish minimum requirements for the training of apprentice tattooists in accordance with the Emergency Tattooing Regulations.

FORWARD

Recognizing the necessity for the development of skilled and efficient practitioners in the profession and to establish procedures for the training of apprentices as required by the Virginia Board for Barbers and Cosmetology, these Standards have been developed as a guide for licensees seeking approval to train apprentices.

BE SURE YOU READ AND UNDERSTAND THE TATTOOING APPRENTICESHIP STANDARDS. YOUR FAILURE TO OBEY THESE STANDARDS COULD RESULT IN A MONETARY PENALTY OR LOSS OF YOUR LICENSE.

It is the goal of the Department of Professional and Occupational Regulation to provide you with the information you need to comply with the law and regulations. If you have a question and cannot find the answer to it in this booklet, please write to:

Board for Barbers and Cosmetology
3600 West Broad Street
Richmond, VA 23230-4917

Or call the Board at (804) 367-8509

Or e-mail at barbercosmo@dpor.virginia.gov

TABLE OF CONTENTS

| | |
|--|---|
| 1. Definitions | 1 |
| 2. Policy Statement and Qualifications | 2 |
| 3. Credit for Previous Experience | 2 |
| 4. Apprenticeship Agreement | 2 |
| 5. Term of Apprenticeship | 2 |
| 6. Responsibilities of the Apprentice | 3 |
| 7. Responsibilities of Apprenticeship Sponsor | 3 |
| 8. Apprentice Sponsor Ratio | 4 |
| 9. Schedule of Work Performances | 4 |
| 10. Related Instruction..... | 4 |
| 11. Periodic Evaluation..... | 4 |
| 12. Certificate of Completion of Apprenticeship | 4 |
| 13. Approval of Tattoo Parlors for Apprentice Training | 5 |
| 14. Transfer of Apprentices | 5 |
| 15. Relationship of Standards to Tattooing Regulations | 6 |
| 16. Modifications | 6 |
| Apprenticeship Training and Performances Requirements | 6 |

1. DEFINITIONS

“Apprentice” means a person who is engaged in learning and working in the profession of tattooing under these Standards, and who is in written agreement with the sponsor providing for his/her training in accordance with these Standards of Apprenticeship.

“Apprenticeship Agreement” means a written Master Agreement, referenced on the apprenticeship action form. This constitutes an agreement between the apprenticeship sponsor approved by the Board and the apprentice.

“Apprenticeship Sponsor” means an individual approved to conduct tattooer apprenticeship training who has met the qualifications in 18 VAC 41-50-70 of the Board’s Tattooing Regulations and who assumes full responsibility of the apprentice.

“Board” means the Virginia Board for Barbers and Cosmetology.

“Standards of Apprenticeship” means this entire document including these definitions.

“Supervision” means the ongoing process performed by a supervisor who monitors through the inspection, critical evaluation, and direction of the performance of the apprentice and provides regular, documented, guidance and instruction with respect to the skills and competencies of the apprentice.

“Supervisor” means a licensed tattooer who assumes responsibility for the education and training activities of the apprentice.

“Tattooer” means any person who for remuneration practices tattooing.

“Tattooing” means the placing of designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of any person with ink or any other substance, resulting in the permanent coloration of the skin, including permanent make-up or permanent jewelry, by the aid of needles or any other instrument designed to touch or puncture the skin.

“Tattoo parlor” means any place in which tattooing is offered or practiced.

2. POLICY STATEMENT AND QUALIFICATIONS

A. Policy Statement

On or after the date these Standards are adopted, it shall be the policy of the sponsor that all apprentices shall be governed by the terms of these Standards of Apprenticeship.

B. Qualifications for Apprenticeship

1. Be at least 16 years of age.
2. Be physically able to perform the work.

3. CREDIT FOR PREVIOUS EXPERIENCE

- A. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards. This credit is subject to the approval of the individual sponsor. The maximum to be allowed an apprentice for previous experience as a tattooer is 700 hours.
- B. An apprentice transferring from a tattoo school to the apprenticeship program may be allowed credit for training received on the basis of two (2) hours of apprenticeship for each hour of school training. Certification of training must be presented to the apprenticeship sponsor for approval of credit towards apprenticeship training requirements.

4. APPRENTICESHIP AGREEMENT

- A. The apprentice (and if a minor, the parent or guardian) shall sign an Apprenticeship Agreement, which shall also be signed by the sponsor and filed with the Board.
- B. This Apprenticeship Agreement shall contain a clause making the terms of these Standards a part of said agreement. Therefore, each apprentice (and if a minor, the parent or guardian) who enters into an Apprenticeship Agreement shall be given a copy of these standards before the agreement is signed.

5. TERM OF APPRENTICESHIP

The term of apprenticeship shall be 1,500 hours of theory and practical training.

6. RESPONSIBILITIES OF THE APPRENTICE

- A. The apprentice agrees to be punctual and regular in attendance and proper in conduct; he/she agrees to apply himself/herself in the practices of his/her profession.
- B. The apprentice agrees to keep a daily record book of work experiences and techniques practiced while in training and to keep such record book at the place of training for review by concerned parties.
- C. The apprentice will receive a certification card from the Board. The card must be posted in the apprentice's work area and shall be accessible and visible to the public.
- D. Failure for non-display or an expired card may result in immediate termination from the program and/or a fine by the Board for both the apprentice and sponsor. An apprentice having an invalid card may result in immediate dismissal from the program.
- E. The apprentice agrees to abide by all regulations promulgated by the Virginia Board for Barbers and Cosmetology concerning apprentice tattooer.

7. RESPONSIBILITIES OF APPRENTICESHIP SPONSOR

The responsibilities and duties of the apprenticeship sponsor shall include:

- A. The apprenticeship sponsor shall maintain a current tattooer license issued by the Board;
- B. Ensure that the supervisor of the apprentice hold a current tattooer license issued by the Board;
- C. Providing instruction to insure that the apprentice obtains a working knowledge of the work performances outlined in the Board's Apprenticeship Training Program.
- D. Ensuring that the apprentice is under the direct supervision of a licensed tattooer while performing any procedure(s) on a patron.
- E. Ensuring that the apprentice is given instruction in safe working methods in each operation as it is encountered throughout the term of apprenticeship.
- F. Conducting and documenting a monthly review and assessment of the apprentice's aptitude, skill and progress.
- G. Maintaining adequate records pertaining to the progress of each apprentice to include documentation of suspension or termination if applicable.

- H. Providing the Board with written notification within seven days of the suspension or termination of an apprentice.
- I. Such other duties as may be involved in developing and maintaining an effective program of apprenticeship.

8. APPRENTICE SPONSOR RATIO

The ratio of apprentices to sponsors shall be two tattooer apprentices for every one apprenticeship sponsor.

9. SCHEDULE OF WORK PERFORMANCES

- A. The apprentice shall be given instruction and work experience in all branches of tattooing listed in the work performances which are recorded on the Training Program Outline contained in these Standards.
- B. The work experience does not need to be performed in the precise order listed, nor do the scheduled number of any operations need to be continuous to permit the flexibility necessary for the normal business operation of the parlor.

10. RELATED INSTRUCTION

- A. Each apprentice under these Standards shall enroll in and satisfactorily complete the required related instruction as prescribed by the Virginia Board for Barbers and Cosmetology.
- B. Credit for related instruction received prior to entering apprenticeship shall be coordinated with the Board Administrator. Satisfactory program completion is a mandatory part of the total program for the individual apprentice.

11. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed of the deficiency and may be placed on probation for a sufficient period to determine improvement or failure. At the end of the probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship may be suspended or revoked. The sponsor will provide written notice of the final action taken to the apprentice and the Board.

12. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

- A. Upon completion of the apprenticeship training, the sponsor shall review the apprentice's progress record for the training period. If the results of this review indicate the apprentice is now a candidate for the Board's examination, the sponsor shall sign the Apprentice Completion Form. The properly signed Apprenticeship Completion Form shall be forwarded to the Board within seven (7) working days. A Certificate of Completion shall be prepared by the Apprenticeship Sponsor.
- B. Completion of the apprenticeship program shall qualify the apprentice to apply to the Board to take the Board for Barbers and Cosmetology Tattooer Licensing Examination.
- C. A temporary permit to work under the supervision of a currently licensed tattooer may issued by the Board to any person eligible for examination.
- D. The temporary permit shall remain in force for thirty (30) calendar days following the next scheduled examination for which the applicant would be eligible.
- E. The temporary permit is non-renewable.

13. RESPONSIBILITIES OF TATTOO PARLORS FOR APPRENTICE TRAINING

Upon receipt of an Apprenticeship Sponsor Application, the individual's eligibility will be determined based on the criteria established in Board's Regulations. The parlor where the apprenticeship training will be provided must also be in compliance with the Board's Regulations. The parlor shall meet the following standards:

- A. The parlor must have a current license issued by the Board and a local business license if applicable;
- B. The parlor shall maintain full compliance with the Board's Regulations;
- C. The parlor shall have a work station for each apprentice where a sign will be posted in a conspicuous manner which indicates that the person performing the services is working as an apprentice in training.

14. TRANSFER OF APPRENTICES

If a sponsor is unable to carry out the operation of training, the apprentice may be registered with another qualified sponsor in accordance with Section 3 of the Apprenticeship Standards.

15. RELATIONSHIP OF STANDARDS TO TATTOOING REGULATIONS

Nothing in these Standards shall be interpreted in a manner inconsistent with existing Tattooing Regulations of the Virginia Board for Barbers and Cosmetology.

16. MODIFICATIONS

These Standards may be modified, if desired, but any such modification must be approved by the Board. Such modification shall not alter or affect apprenticeship agreements in effect at the time of modification without the consent of all parties affected.

APPRENTICESHIP TRAINING AND PERFORMANCE REQUIREMENTS

1500 Total Apprenticeship Training Hours Required

I. Microbiology

- A. Microorganisms; viruses; bacteria; fungi.
- B. Transmission cycle of infectious diseases.
- C. Characteristics of antimicrobial agents.

II. Immunization

- A. Types of immunizations.
- B. Hepatitis A – G transmission and immunization.
- C. HIV/AIDS.
- D. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal, and influenza.
- E. Measles, mumps, and rubella.
- F. Vaccines and immunization.
- G. General preventative measures to be taken to protect the tattooer and client.

III. Sanitation and Disinfection

- A. Definition of terms:
 - 1. Sterilization
 - 2. Disinfection and disinfectant
 - 3. Sterilizer or sterilant
 - 4. Antiseptic
 - 5. Germicide
 - 6. Decontamination
 - 7. Sanitation
- B. The use of steam sterilization equipment and techniques.
- C. The use of chemical agents, antiseptics, disinfectants, and fumigants.
- D. The use of sanitation equipment.
- E. How to sanitize tools and equipment.
- F. General sanitation and preventative measures to be taken to protect the technician and clients.
- G. Pre-service sanitation procedure.
- H. Post-service sanitation procedure.

III. Safety

- A. Proper needle handling and disposal.
- B. How to avoid overexposure to chemicals.
- C. The use of Material Safety Data Sheets.
- D. Blood spill procedures.
- E. Equipment and instrument storage.

- F. First aid and CPR.

IV. Blood Borne Pathogen Standards

- A. OSHA and CDC blood borne pathogen standards.
- B. Control Plan for blood borne pathogens.
- C. Exposure Control Plan for Tattooists.
- D. Overview of compliance requirements.
- E. Disorders and when not to service a client.

V. Professional Standards

- A. History of tattooing.
- B. Ethics.
- C. Record keeping:
 - 1. Client health history
 - 2. Consent forms
 - 3. HIPPA Standards
- D. Preparing station, making appointments, parlor ethics, maintaining professional appearance, notifying clients of schedule changes.
- E. Promoting services of the parlor and establishing clientele.
- F. Parlor management:
 - 1. Licensing requirements
 - 2. Taxes

VI. Tattooing

- A. Basic table setup
- B. Client consultation
- C. Client health form
- D. Client disclosure form
- E. Client preparation
- F. Sanitation and safety precautions
- G. Implement selection and use
- H. Proper use of equipment
- I. Material selection and use
- J. Tattooing Performances – 100 *
 - The minimum number sited is required to qualify for the State examination.

Return Completed Application to:

Board for Barbers and Cosmetology
3600 West Broad Street
Richmond, Virginia 23230-4917
804-367-8509
www.dpor.virginia.gov
barbercosmo@dpor.virginia.gov



TATTOOER APPRENTICE CERTIFICATION APPLICATION

No Application Fee Required

NOTE: This application for certification as a tattooer apprentice requires designation of a Board approved tattooer apprenticeship sponsor on a signed and notarized Apprenticeship Agreement. Upon successful completion of the required apprenticeship training program, the apprentice will be required to also successfully complete the Board's licensing examination and meet other licensing eligibility requirements in order to obtain a tattooer license. An incomplete application will not be considered.

Name: _____
First Middle Name Last Generation (Jr. Sr.)

Date of Birth: _____ Social Security Number: * _____ - _____ - _____
MM/DD/YEAR

Mailing Address (PO Box accepted): _____

City: _____ State: _____ Zip: _____

Home Address (PO Box not accepted): _____

City: _____ State: _____ Zip: _____

Home Telephone: (____) _____ Daytime Telephone: (____) _____

E-mail address: _____

Apprenticeship Sponsor Designation:

Name: _____ Tattooer License No. 1231 _____

Parlor Name: _____ Parlor License No. 1232 _____

Parlor Address: _____

City: _____ State: _____ Zip: _____

Parlor Telephone: (____) _____ E-mail address: _____

I have reviewed with my sponsor Part II. ENTRY. Section 18 VAC 41-50-20. General requirements for tattooer, limited term tattooer, permanent cosmetic tattooer, or master permanent cosmetic tattooer of the Tattooing Regulations, and I am aware of the qualifications for licensure as a tattooer after I have completed the apprenticeship.

The above information is true and correct.

Apprentice Signature

Date

OFFICE USE ONLY

Application Review Date:
____/____/____

CLES Check for Sponsor Confirmed ☐

CLES Check for Parlor Confirmed ☐

Certification Approved ☐

Certification Denied ☐

APPRENTICESHIP AGREEMENT

The purpose of this Apprenticeship Agreement is to establish the obligations of all parties participating in the Virginia Board for Barbers and Cosmetology Apprenticeship Program for Tattooing.

By affixed signatures, the parties named below acknowledge that they have read and agree to comply with all requirements, terms and conditions established in the Virginia Board for Barbers and Cosmetology Tattooing Apprenticeship Standards and Tattooing Regulations.

ACKNOWLEDGEMENT

Signature of Apprentice

Date

(If required)Signature of Legal Guardian

Date

Signature of Apprenticeship Sponsor

Date

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me,
the undersigned Notary Public in and for the City/County aforesaid this _____, day of _____.
My commission expires the _____, day of _____, _____.

Affix official seal here.

Signature of Notary Public

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.